



Statement of Work  
Program Manager (PM)  
Community Health Program (CHP)  
June 2017

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**Annual Salary range: Minimum S/.125,446.00 – Maximum S/.252,864.00**

**Open to:** All interested candidates with Peruvian residency/ work permit (This is mandatory, no exceptions)

**Opening Date:** July 1, 2017

**Closing Date:** July 21, 2017

Please, interested candidates for this position must submit a cover letter (required) and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco – Lima, or to the email: [recursoshumanos@peacecorps.gov](mailto:recursoshumanos@peacecorps.gov).

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**Reports to/  
Evaluated by:** Director of Programming and Training (DPT)

**Coordinates with:** Primarily coordinates with the DPT, PMs, Program Assistants (PA), Programming and Training Specialists (PTS), Training Manager (TM), Master Trainer (MT), Volunteer Support Manager (VSM), Regional Coordinators. Additionally, the PM coordinates various activities with the Country Director, Management and Operations unit, Medical unit, Safety & Security unit, training staff, guest speakers, and Peruvian officials and community leaders.

**Position Brief:** The PM serves as a member of the Programming and Training (P&T) team. Under the supervision of the DPT, the PM is responsible for the planning, development, implementation, and administration of the Peace Corps Peru's community health project that annually supports approximately 50 Volunteers. The PM supervises PTS and co-supervises a PA to assist with the implementation of the project and providing Volunteer support. The PM must be willing to travel extensively and spend extended periods of time in the field in order to fulfill programmatic responsibilities. The PM represents Peace Corps Peru with governmental officials and non-governmental organization representatives when facilitating meetings in the interest of the project.

## QUALIFICATIONS

- **Education:** Bachelor's degree in Social Sciences, Public Health, Rural Community Development, or related field required. Graduate degree preferred.
- **Experience:**
  - **Required:** Six to eight years of progressively responsible professional experience. At least 3 years experience working in community development.
  - **Preferred:** Experience in community-based health promotion preferred. Supervisory and management experience preferred.
- **Language proficiency:** Level IV English (Advanced) and Level V Spanish (Fully Proficient) required.
- **Knowledge:** Understanding of the Peruvian government's objectives, priorities and structure. In-depth understanding of Peruvian developmental plans and project-specific organizations working in development and in public health. In-depth understanding of U.S. and Peruvian cultures, including areas of cultural diversity.
- **Abilities and Skills**
  - **Required:** Must have ability to develop and maintain an extensive range of mid and high-level contacts within host country government, international development agencies, and private sector. Ability to plan and execute projects. Ability to prepare precise, accurate reports. Strong interpersonal and cross cultural skills.
  - **Preferred:** Skills with facilitation and training for adult learners. Ability to respond properly to different and sometimes unexpected situations. Ability to develop training schedules and manage complex logistics. Ability to render advice with detachment and objectivity by exercising own judgment. Superior accuracy, attention to detail.
- **Other:** Valid Peruvian Driver's License and must be willing to travel extensively and spend extended periods of time in the field in order to fulfill programmatic responsibilities.

## MAJOR DUTIES AND RESPONSIBILITIES

### A. PROJECT MANAGEMENT (30%)

1. Researches and develops a project framework consistent with the national priorities of Peru. The project must meet PC programming criteria and must be developed in conjunction with Government of Peru officials, PC staff and Volunteers, and community participants.
2. Analyzes Host Country Agency (HCA) organizational structures and programs to determine appropriateness of PC collaboration and PCV assignments.
3. Writes, revises and updates the project framework in conjunction with DPT, designated officials of HCAs, PCVs and other stakeholders.
4. In coordination with the DPT and CD, negotiates, prepares, and revises host agency agreements with national and regional officials of government.
5. Works effectively as a team member to accomplish the Agency mission with other sector Program Managers, Volunteers, Post staff, and external U.S. and host country national officials.

6. Monitors trends in sector technical areas such as Ministry changes and initiatives and advises the DPT on potential project initiatives and directions.
7. Maintains written and face-to-face contact with government officials, NGO project coordinators, and other field staff in issues such as technical support, housing, supervision and program development and implementation.
8. Develops project-specific site identification and development strategy that is aligned with national and regional priorities and project framework goals.
9. Meets with appropriate government officials, currently serving Volunteers, and other relevant sources during site identification process and throughout the year to maintain program relationship with relevant Ministry contacts.
10. Identifies appropriate sites for Volunteer placement with the support of PTS and RCs and ensures that such sites meet the criteria Peace Corps has for work place accommodation, housing and other specific safety and security standards.
11. Coordinates site identification visits with community leaders and host organizations to develop relationships with the host organization/community and ensure a strong support network and desire to work with Peace Corps.
12. Develops strong Volunteer assignments that meet all the site survey criteria and provides opportunity for meaningful work.

## **B. VOLUNTEER SUPPORT (30%)**

13. In collaboration with P&T staff, the PM establishes a site visit calendar for purposes of performing routine site visits to:
  - Verify Volunteer health, safety;
  - Review technical activities and ensure that appropriate supervision, guidance, and support are provided by the HCA/community for which the Volunteer works;
  - Assure that job assignments are in compliance with established agreements and projected goals and objectives;
  - Assess Volunteer performance, inquire about personal and work related problems or limitations and provide advice and consultation as necessary.
14. Completes all required site visit documentation as outlined by Peace Corps Peru Site Identification and Site Monitoring Standards.
15. Provides technical assistance and administrative support to Volunteers.
16. Provides emotional support to Volunteers on personal and professional matters.
17. In coordination with the PTS and MREC, the PM provides timely and quality feedback to Volunteers' reports (programmatic reports and Volunteer Reporting Tool).
18. Reviews, monitors and evaluates Volunteer progress to identify strengths, weaknesses or deficiencies and provides necessary professional guidance, motivation and encouragement to Volunteers.

19. Assesses Volunteer behavior and overall performance and discusses work related needs and areas for improvement.
20. Identifies and informs Volunteers about skill-building opportunities and facilitate Volunteers' access to relevant materials. Serves as a liaison between other development agencies and international and national entities and Peace Corps Volunteers with respect to the latest information in the program sector.
21. Assists Volunteers in formulation of grant proposals and serves as a member of grant review team.
22. Support Volunteers during the implementation and closing of grants, working closely with the Small Grants Coordinator.
23. Liaises with host organizations to resolve any problems and/or difficulties Volunteers are experiencing with their assignments.
24. Ensures Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the DPT and CD in a timely fashion. When appropriate, takes steps to overcome any identified deficiencies or obstacles, including disciplinary actions when necessary.
25. Maximizes the unique skills and perspectives that Volunteer Leaders offer in providing Volunteer support.
26. Regular site visits and Volunteer support require a considerable amount of travel to isolated areas all over the country and time away from assigned duty station

#### **C. VOLUNTEER TRAINING (25%)**

28. Actively participates in the Training Design and Evaluation process to ensure the 27-month training curriculum accurately reflects the project framework and PCV training needs.
29. Guides the PTS and training staff in developing pre-service and in-service technical training curriculum according to the sector needs and objectives.
30. Participates in Pre-Service Training (PST) and In-service Training events by facilitating sessions as needed and collaborating with other P&T staff.
31. Participates in the Trainee Assessment process and shares feedback regarding the readiness of each Trainee to perform in his/her proposed Volunteer assignment.
32. Provides and coordinates technical support to Volunteers during in-service training events.

#### **D. GENERAL MANAGEMENT AND ADMINISTRATION (10%)**

33. Attends all Programming and Training Meetings and updates the P&T staff on project related matters.
34. In coordination with DPT and MREC, monitors progress towards projects goals and objectives through Volunteer reports and site visits, uses such information for feedback to Volunteers, supervisors and other government officials.
35. In coordination with DPT and MREC, completes annual project status reports related to the sector project.

36. Ensures PA develops and maintains site identification files according to PC/HQ Manual Section 270 requirements.
42. Performs other activities as necessary or as directed by the DPT or CD.
43. Contributes to the preparation of reports on the country program as required by Peace Corps/Washington or for other publicity and communications purposes.
44. Assists in the discharge of fiscal responsibilities, budget preparations, and submissions, and maintenance of budgetary controls as requested by the Director of Management and Operations.
45. Ensures that the Management and Operations Unit has the information it needs to process Volunteer allowances and other payments in a timely fashion.
46. Conducts administrative and office work corresponding to the project. This includes:
  - Approval of Volunteer's requests for work related leave, travel authorization, per diem approval, vacations.
  - Participation in staff meetings where important programmatic and administrative decisions are discussed.
  - Coordination of logistics and administrative matters of sector conferences and workshops;
  - Analysis and approval of Volunteer's requests for extensions, changes of sites, and changes of work assignments.
47. Must communicate ideas clearly in written and spoken English and Spanish.

#### **E. SAFETY AND SECURITY (5%)**

48. Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
49. Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.
50. Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
51. Reviews and references site history files when evaluating potential sites.
52. Incorporates appropriate site-specific safety and security-related information into site history files. Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security. Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security.
53. Maintains a calendar of Volunteer site visits, and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
54. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
55. Participates in the design and implementation of the Emergency Action Plan (EAP).

56. Acts as duty officer, as needed.
57. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

## POSITION ELEMENTS

- a. **Supervision Received:** DPT provides direct supervision on policies and programmatic priorities and reviews and evaluates work of PM.
- b. **Supervision Exercised:** Directly supervises the Community Health Programming and Training Specialist and shares responsibility of supervising the Community Health Program Assistant with the Youth Development Program PM. Directly supervises Volunteers in program areas including the elements of training, evaluation, coaching/guiding, and policies and procedures.
- c. **Exercise of Judgment:** Incumbent utilizes available guidelines for all matters, is expected to use his/her own good judgment in all cases, and is expected to seek guidance on those matters and cases that are unusually complex.
- d. **Authority to Make Commitments:** None.
- e. **Post Entry Training:** The incumbent will receive training on the Peace Corps philosophy programming and training system, PC policies and regulations.
- f. **Available Guidelines:** Integrated Planning and Budget System and Program Status Report guidelines, Peace Corps Policy Manual, Peace Corps Program and Training manuals and Volunteer resources, Peruvian government's plans, Peace Corps Volunteer Handbook, and other specific policies and directives.
- g. **Time required to perform full range of duties after position entry:** One year.

## GENERAL TERMS AND CONDITIONS

- **Availability:** The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.
- The PSC accepts and agrees to comply with all the policies, procedures and guidelines of Peace Corps Peru including but not limited to the Peace Corps Manual and the Peace Corps Peru Staff Handbook.
- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).